

Kentucky Applied Behavior Analyst Licensing Board

May 17, 2013

A regular meeting of the Kentucky Applied Behavior Analyst Licensing Board was conducted on May 17, 2013 at the Office of Occupations and Professions, in Frankfort, Kentucky.

<u>Members Present</u> Shelli Deskins, Ph.D., Chair Steve Foreman, Vice Chair Stephen Wood Tammy Hammond-Natof, Ph.D. Cyndy Blackledge, Ph.D. <u>Members Absent</u> Scott Brinkman, Attorney at Law Brady Dunnigan, Attorney at Law	<u>Occupations and Professions Personnel</u> Lindsey Lane, Board Administrator <u>Others</u> Michael West, Board Counsel
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Call to Order

Dr. Deskins called the meeting to order at 10:04am.

Approval of Minutes

Minutes of the April 26, 2013 meeting were presented for the Board's review. Mr. Wood made a motion to approve the minutes as presented. Ms. Blackledge seconded that motion and it carried.

Financial Report

The Board reviewed the financial report ending April 30, 2013.

Report from O&P

Ms. Lane reported Executive Director Courtney Bourne is back from maternity leave if anyone should need to speak with her directly. The Resource Management Analyst vacancy should be filled soon as the office is currently holding interviews for that position. The office hopes to have the new person by the middle of June. The office is continuing to work with the Attorney General's Office on a date and time for the Open Meetings Training. This training course is not mandatory for Board members but would be extremely helpful for new members to have a better understanding on how the process works and the laws pertaining to open meetings. Ms. Lane also informed the Board that if they should want to order plaques for outgoing members to please let them know so that the Fiscal section may make arrangements for those purchases. There is also a new policy on board member travel. Meal reimbursements for board members will be capped at \$50.00 per meal. Tips will be reimbursed up to 20% of the total receipt.

The Board had some items that they wanted the office to address regarding the Boards website. There was a request to update the law book on the website, add a quick link to the Kentucky Applied Behavior Analyst Certification Board website, and the Board would like to place a flow chart on the website in the near future. Dr. Deskins will begin working on the flow chart. Ms. Lane will speak with the Fiscal section about adding these things to the Boards website as soon as possible.

Board Counsel Report

Mr. West reported that the four new Regulations will be effective in June. The new forms relating to current Regulations that needed to be updated will be filed today with hopes that they will be effective by October after review by the Legislative Research Commission.

Old Business

Ms. Lane asked the Board if there was an update on the names for the Medicaid letter. Mr. Foreman says he's sent those but will resend to Ms. Lane and Dr. Deskins.

Ms. Lane informed the Board that the cost for plaques for outgoing Board members is \$40.00 per plaque and the office makes arrangements to order those and have the store send a bill for the Board. Dr. Deskins expressed an interest in sending plaques to the former members as the original Board spent a great deal of time working on the regulation process and the licensure process. Mr. Wood made a motion to purchase plaques for all past members. Dr. Natof seconded that motion and it carried.

New Business

Ms. Lane informed the Board that they had one (1) new application to review and possibly license. The applications committee made a recommendation to approve the following Application for Licensed Behavior Analyst submitted by Dawnita Shively pending completion of the Abuse and Neglect training.

The complaint committee did not have a report at their May meeting. There are two pending complaints at this time that will be reviewed in May. Mr. West informed the Board that the Investigator will be needed for both complaints. Ms. Lane reported that the Board will have enough money to reimburse the Investigator for his work but it may have to wait until the beginning of the new Fiscal Year. Mr. Curley charges a fee of \$40 per hour and can be requested for up to a certain amount of hours. Mr. Foreman asked if there's any way of speaking with the Investigator to ask questions or gather information on how he investigates cases that are given to him. Mr. West suggested maybe a conference call or materials that have been submitted to the office previously on the work that he has done for other boards. Mr. Wood made a motion to hire Mr. Curley through a Memorandum of Understanding for \$40.00 per hour with a maximum of 25 hours of services and to receive an itemized invoice for all services. Mr. Foreman seconded that motion and it carried.

Travel and Per Diem

Mr. Foreman made a motion to approve travel and per diem for today's meeting. Mr. Wood seconded that motion and it carried unanimously.

Adjournment

Mr. Foreman made a motion to adjourn the meeting. Ms. Blackledge seconded that motion and it carried unanimously. Meeting adjourned at 10:52am.